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| MSU-logo-2001 | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **TwelvEighty Kitchen Shift Supervisor** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | TwelvEighty Kitchen Manager |
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| **Remuneration:** | Grade C |
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| **Hours of Work:** | Variable |

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| **General Scope of Duties** |
| The Kitchen Shift Supervisor is responsible for managing and overseeing the operations of the kitchen, in conjunction with the Kitchen and Assistant Kitchen Managers. This position is also responsible for ensuring that the kitchen is adequately stocked throughout the shift for food preparation. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 60% | * Supervises Line Cooks and other back of house staff in the absence of the full time managers and during night operations * Maintains and ensures other staff members maintain adequate stock levels on the work stations for services * Ensure safety of all work stations * Report any discrepancies or major conflicts and other issues that arise on shift to the Kitchen Manager * Delegate tasks to shift members based on priority and skill levels |
| Operations Function | 30% | * Set up of workstation in the most efficient way to meet business needs and requirements * Prepare and present items in your area to meet TwelvEighty specifications and server’s orders * Stock the area as needed and after peak periods * Minimize wastage by using methods as outlined in the food manual * Keep area clean at all times to prevent injury and bacteria growth |
| Other | 10% | * Liaise with event hosts regarding food related logistics * Communicate with shift members in regards to scheduling and other relevant information * Assist in the training of new hires * Compile preparation lists for low inventory or unavailable * Assist with dishwashing and garbage removal * Assist with putting away deliveries * Other duties as assigned by the Manager |

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| **Knowledge, Skills and Abilities** |
| * Strong leadership and supervisory skills required to direct, be critical, and lead staff members * Interpersonal skills required to effectively interact with staff and occasionally customers * Strong communications skills, written and verbal * Organizational skills * Knowledge of restaurant industry * Knowledge of campus bar industry * Problem solving skills |

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| **Effort & Responsibility** |
| * Responsible for ensuring a safe environment in bars. * Responsible for ensuring proper food handling procedures are followed * Responsible for providing a satisfactory restaurant experience for customers and work environment for employees * Effort required exercising judgment in staff discipline situations * Responsible for supervision of all part time staff on shift |

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| **Working Conditions** |
| * Work environment is pleasant but challenging. Often the Kitchen Shift Supervisor is performing several tasks simultaneously * Potential risk of personal injury * Late evenings and weekend work may be required for special events * Some heavy lifting may be required |

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| **Training and Experience** |
| * Food Handler’s Certificate (training can be provided) * Past food preparation experience is an asset |

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| **Equipment** |
| * Point of Sale system, printer, sharp knives, tongs, ladles, serving spoons, various cooking equipment, (oven, fryers, broiler, stove top, dishwasher) |